

## **COMMUNITY PLANNER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Community Planner exists is to play a key role in planning and implementing the community's historic preservation program and in providing technical support in the effort to create the McDowell Sonoran Preserve. Work is performed under general supervision of the Preservation Director.

### **ESSENTIAL FUNCTIONS**

Reviews and makes recommendations on the development of planning historic preservation policies and standards for the City.

Conducts research on downtown properties and districts for potential register designation.

Develops and maintains an inventory of archaeological resources on City-owned Preserve land.

Maintains City Internet pages on historic preservation and keeps the site current for properties on the historic register.

Prepares the assimilation, organization and communication of planning related information to the organization and the public on historic properties related to arts and tourism.

Initiates and manages major and complex planning Preservation projects, including the development of scopes of work and budgets, hiring and managing consultants, conducting a wide range of public and special group meetings, coordinating activity involving multiple departments, and providing inspiration and guidance to professional staff conducting planning activities within these projects.

Participates with and may coordinate the efforts of other professional staff in conducting planning and historic preservation functions, providing technical direction, support, resources and advocacy.

Serves as a team member in the development of budgets, program goals and values, organizational structure and training for Preservation projects.

Provides creative, adaptive, forward thinking, and resourceful historic preservation program development, as well as conducts oneself as a spokesperson for the program and the City, representing the values of the organization and presenting an example of maturity and experience-based wisdom.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

Personal computers and planning software

#### Ability to:

Be an effective team member

Initiate and complete major work efforts

Communicate using a wide range of techniques and forums

Be creative, adaptable and willing to accept new challenges and focus on the needs, aspirations and unique traditions of the City of Scottsdale.

### **Education & Experience**

Any combination of a Bachelor's degree in Planning, Architecture, Geography, Social Sciences, Landscape Architecture or related fields and five years of progressively responsible experience in a planning, design or social services related professional activity. Must have demonstrated experience in initiating and managing projects involving a multiple of disciplines and functions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified